Welcome to CoursEval!
Online Evaluation System

CoursEval™

Student Satisfaction Surveys are Now Online
www.css.edu/courseval.xml

The following information is meant to familiarize you with the online course evaluation process at CSS utilizing the CoursEval™ software.

You will receive messages from the CoursEval™ Manager via the email address: AcademicAffairs@css.edu. Standard messages include:

**First Message to Faculty.** On the first day of an evaluation cycle, all faculty assigned to a course with more than 5 students enrolled will receive notification that includes the date surveys will close for data collection and a list of students associated to each course being evaluated.

**FACULTY ACTION:** Review the list of students to make sure that it is accurate. Email the CoursEval Manager at the address listed below with corrections **before the survey close date.**

**Results Update—Encourage Participation.** Midway through the open survey period, faculty will receive an announcement to encourage participation. In this email, faculty will receive a count of completed vs. expected surveys. Faculty can log in to CoursEval at any time during a survey period to track their own response rates.

**FACULTY ACTION:** Use the response rate to determine how you might best encourage student participation.

**Results Available.** When reports are available, faculty will receive an email containing a link to reports in CoursEval™. It is recommended that you save the following link as a favorite or bookmark in your browser for return viewing of your reports.

1. Log in using your Novell username and password.
2. Click on Reports.
3. Click on Evaluation Reports.
4. A list of courses will appear that you can sort by year, period, survey, and department. Don’t see your results? Try using the dropdown selections.
5. Place checkmarks into all courses you want to review and click on the “View Report” or “Print” links above the check marks.

For a quick guide to reports go to [www.css.edu/courseval.xml](http://www.css.edu/courseval.xml)

**Contact information**

**CoursEval Managers**
Cari McMillan, 218-723-5996
cmcmillan@css.edu; AcademicAffairs@css.edu
Amy Fink, afink1@css.edu